

REGULAR COUNCIL MEETING DECEMBER 14, 2010

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on December 14, 2010 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Rev. Carlton Gunter, Penuel Baptist Church gave the invocation.

Council members  
present:

Mr. J.R. Burgess  
Mr. Ronald Coleman  
Mrs. Beverley Dalton  
Mr. Bill Ferguson  
Mr. Jay Higginbotham  
Mr. Michael Mattox  
Mrs. Rayetta Webb

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. W. Morgan Allen, Jr., Treasurer  
Chief Clay Hamilton, Police Department  
Deputy Chief Kenneth Walsh, Police Department  
Mr. John Tomlin, Public Works Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

Mrs. Dalton arrived at 7:03 p.m.

3. Mayor Burgess advised of changes to the agenda: removal of the Garden Club Presentation and addition of the Altavista Area Chamber of Commerce presentation and asked for approval of the amended agenda.

A motion was made by Mrs. Webb, seconded by Mr. Coleman, to approve the agenda.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the November 9, 2010 Town Council Meeting.

A motion was made by Mr. Ferguson, seconded by Mr. Coleman, that the minutes of November 9, 2010 Town Council Meeting be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mayor Burgess presented the invoices for the month of November and asked if there were any questions regarding the invoices.

5. Financial Statements

6. Public Comments

Mayor Burgess asked if anyone would like to address Council regarding any issue not listed on the agenda. No one came forward.

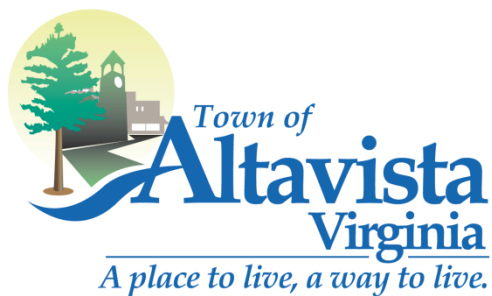
7. Special Items or Recognition

a. Garden Club Presentation

Removed from agenda

b. Resolution-Rayetta Webb

Mayor Burgess presented to Mrs. Webb the following resolution and thanked her for her dedication to the Town of Altavista.



RESOLUTION HONORING THE SERVICE OF  
RAYETTA WEBB  
TO THE TOWN OF ALTAVISTA

*WHEREAS, Rayetta Webb served the Town of Altavista as a Town Council member from July 1, 1994 to December 31, 2010; and*

*WHEREAS, Rayetta has demonstrated her commitment to making Altavista a better place, by giving so much of her time and efforts, a trait learned from her father, Charles, a former City Council member of Duluth, MN; and*

*WHEREAS, Rayetta has diligently worked with Council and staff to promote and ensure fair and equal treatment of all citizens; and*

*WHEREAS, Rayetta has worked tirelessly for a better Town; formerly serving on the Altavista On Track Board; being a member of the Altavista Chamber of Commerce and spearheading a local LEADS group, as well as currently serving on the Altavista Economic Development Authority; and*

*WHEREAS, Rayetta has preached and practiced the three "P's"; Policy Precedent and Procedure; as well as being a strong advocate for the staff of the local government; and*

*WHEREAS, Rayetta served the Town Council with her active participation on the Town's Finance Committee, Public Works Committee and Legislative Committee; as well as other work groups, committees or boards; and*

*WHEREAS, Rayetta served as the Virginia Municipal League's 88<sup>th</sup> President in 2007 and tirelessly promoted Altavista and held VML meetings at Avoca and the Train Station to showcase several of the Town's gems; and*

*WHEREAS, Rayetta's sense of humor, compassion for others and generosity will be missed by Council Members, employees and citizens; and*

*Now, THEREFORE, BE IT RESOLVED* by the Altavista Town Council that the Council hereby honors and praises

**RAYETTA WEBB**

*for her outstanding service to the people of Altavista and her loving dedication to the betterment of the Town of Altavista, Virginia.*

Adopted the 14th day of December 2010.

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J.R. Burgess, Mayor

REGULAR COUNCIL MEETING DECEMBER 14, 2010

Attested:

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J. Waverly Coggsdale, III, Town Manager

c. Resolution-Machinery & Tool Tax/BPOL

Mr. Coggsdale read the following resolution requesting the General Assembly to not advance legislation that would eliminate the local Machinery & Tool Tax and Business, Professional, Occupation License tax.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to adopt the resolution requesting the General Assembly to not advance legislation that would eliminate the local Machinery & Tool Tax and Business, Professional, Occupation License tax.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Eubanks	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Resolution Regarding Any Proposed Legislation for Elimination of the  
Business, Professional and Occupational License (BPOL) and/or Machinery and Tool (M&T) Tax

WHEREAS, legislation has been introduced in the Virginia General Assembly the past few years that would eliminate the Business, Professional, and Occupational, License (BPOL) tax and the Machinery & Tool (M&T) tax; and

WHEREAS, the Town of Altavista collected \$148,545 in BPOL revenue and \$1,368,804 in M&T revenues in FY2010; and

WHEREAS, that amount translates to an increase of \$0.59 cents in real estate taxes per \$100 of assessed valuation in addition to the current \$0.165 cents real estate tax rate resulting in a total tax rate of \$0.755 to remain revenue neutral;

WHEREAS, the elimination of BPOP and/or M&T would shift the burden of paying for many local services to real estate tax payers; and

WHEREAS, BPOL and M&T tax revenues have traditionally been seen by local officials as paying for services needed and often requested by the business community; and

WHEREAS, the Town of Altavista urges the members of the General Assembly to not place additional restrictions or limitations on existing local government resources.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Altavista urges the defeat of any bill or other measures that restrict or eliminate local revenue sources.

Adopted this the 14<sup>th</sup> day of December 2010.

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J.R. "Rudy" Burgess, Mayor

8. Committees

a. Finance

Mr. Coleman advised staff has presented the proposed FY2012 Budget Preparation Calendar to the Finance Committee. The Committee recommends the adoption of the budget calendar as presented.

Mrs. Webb noted the addition of: Written requests from outside agencies and non-profits due by February 1 and outside agencies/non-profits requesting funding should attend the March 28 scheduled work session.

A motion was made by Mr. Coleman, seconded by Mrs. Webb, to adopt the proposed FY2012 Budget Preparation Calendar.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Coleman advised the Finance Committee also discussed whether a “Community Budget Forum” to solicit input from citizens in regard to the budget should be included. Mr. Coleman stated this would have to be held in the early stages of the budget process.

Mrs. Dalton felt that to some degree the constituents and members of the community have an opportunity at each Council meeting to address any issue so there is a forum already in place.

b. Public Works

Mr. Ferguson advised the Public Works Committee met and discussed the installation of street lights along Bedford Avenue. In previous discussion about Dominion Power’s project that would install utility poles along Bedford Avenue, Council mentioned this would allow for streetlights to be placed along this section of Bedford Avenue. Now that poles have been installed, the Public Works Committee recommends streetlights be placed on each of the four (4) poles installed in the area between Beverly Heights and River Road.

Mr. Higginbotham questioned the cost of the street lights.

Mr. Coggsdale stated this would depend on the size of the lights used and other factors; cost would range from \$12 to \$15 per month.

Mr. Higginbotham suggested installing two (2) lights instead of four (4) to conserve energy.

Mr. Ferguson advised the committee considered two (2) but decided four (4) would better serve the needs.

Mr. Higginbotham stated this is a cost to the Town, cost to the citizens and a cost to the taxpayers and recommended trying two (2) lights.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to allow Dominion Virginia Power to install streetlights on each of the four (4) poles in the area between Beverly Heights and River Road.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Ferguson advised Mr. Bowling at 506 10<sup>th</sup> Street has requested he be allowed to utilize the unopened right of way along the northern side of his property for the use of a garden. The Public Works Committee recommends this request be granted and staff handle any necessary agreements.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to allow Mr. Bowling to utilize the unopened right of way along the northern side of his property and staff handle the necessary agreements.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Ferguson advised for several months, the Public Works Committee has been discussing the request of JR Auto Care for use of the right of way along Campbell Avenue east of Main Street. The Public Works Committee recommends the Town enter into the attached Right of Way Agreement with Thornton Critchley and JR Auto Care for use of said right of way.

Mayor Burgess advised Mr. Bobby Blanks was in attendance to speak on this matter.

Mr. Blanks, business located at 613 Main Street, addressed Council stating he owns the property adjacent to this property. This area has been used as ingress, egress of tractor trailers to deliver product and logging trucks. Mr. Blanks stated if this right of way is restricted in any way it will hurt the visibility of tractor trailers coming in as well as going out. The wall has not affected visibility that much but has restricted some of the access as the tractors have to swing into another lane to make the entrance. Mr. Blanks stated because of the visibility he opposes the right of way agreement. He asked the question if he had addressed Council one year ago and told that he had put a shed on the property, had built a wall and filled with dirt for parking, what would be the response.

Mayor Burgess clarified, Mr. Blanks was asking if any one came before Council and requested permission to build the wall.

Mr. Ferguson stated the wall was erected because the water was eroding the property there and was built too high. It was requested that some of the layers be removed to open up the visibility. Mr. Ferguson stated it was his understanding this has corrected some of the runoff.

Mr. Blanks mentioned the water is now running across his property.

Mrs. Webb stated the issue is this property had some modifications and things done on Town property that was not within the scope of knowledge. Council has the option of asking the owner to remove it or offer him easement as outlined in this agreement. Additionally, proof of a \$1,000,000 minimum liability insurance on the property has been requested.

Mr. Blanks questioned why there was no height restrictions, how could Council ask the property owner to take the wall down.

Mr. Higginbotham suggested amending the contract with height restrictions.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, that the Town enter into a Right of Way Agreement with Thornton Critchley and JR Auto Care

for use of said right of way and that the agreement be amended to include height restrictions.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Armory

Mr. Mattox advised the Armory Reuse Committee (ARC) met on Wednesday, December 1, 2010 and conducted a walk through tour of the facility and solicited public input. Committee members in attendance were: Mr. Steve Jester, Mr. Phil Webb, Mrs. Carol Day, Mr. Rudy Webster, Mr. Mark Younkin, Mr. Bill Ferguson and himself. Also attending were Mr. & Mrs. Fonseca, 1013 10<sup>th</sup> Street, who will be joining the committee. Mr. Coggsdale staffed the meeting.

Mr. Mattox stated there was good discussion about issues and potential uses. The group decided that in order to make decisions about the building they need data to base such decisions. It is the committee's recommendation that a Request for Proposals for a Facilities Condition Analysis be issued. This will provide information relative to the major components of the building, their life cycle and estimated replacement costs.

Mr. Higginbotham questioned how much would be spent and suggested having individual contractors look at each problem.

Mr. Mattox mentioned the committee has concerns regarding environment issues such as asbestos and lead paint. Several items were discussed: is there a need for this building, is it feasible, and is it repairable or does it need to be torn down.

Mr. Higginbotham suggested bringing in five major contractors and getting estimates to repair the armory. He felt the end use should be restoring the armory back to its original state.

Mr. Mattox clarified the reason for issuing a Request for Proposals for a Facilities Condition Analysis is to establish what the problems are at the armory.

A motion was made by Mr. Mattox, seconded by Mrs. Webb, to issue a Request for Proposals for a Facilities Condition Analysis of the Altavista Armory.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

d. Altavista on Track

Ms. Jo Kelley, Altavista on Track Executive Director, gave Council an update on the quarterly activities; which included the Cruise-in, Scarecrow Stroll, Founder's Square and Dedication of Bricks, and the Gibley Jog. Ms. Kelley mentioned the opening of Altavista Arts and Antiques as an incubator project for AOT with 25 plus vendors. She noted the start up of this project came from brick sales and the

Giblet Jog. Ms. Kelley also noted the downtown district is being publicized by print, radio and television. Ms. Kelley mentioned a tourism plan is being discussed.

e. Citizens for Altavista Baseball

Mr. Rob Finch, Citizens for Altavista Baseball, updated Council on the improvements to the baseball field at War Memorial Park. Mr. Finch stated the Town thus far has matched \$36,000, Citizens for Altavista Baseball in kind values has generated \$62,000; for a value of improvements of \$98,000. Before the spring season begins, padding for the newly built backstop wall will be installed, screen and topper on the security fencing, irrigation to the smaller field and a new scoreboard for \$26,000 are the anticipated improvements. By the end of spring there should be a total of \$124,000 in improvements to the ball parks in a two year period.

f. Altavista Chamber of Commerce

Mrs. Patti Eller, Altavista Chamber of Commerce, addressed Council advising them Lynchburg Living Magazine is in the process of printing an article on the Town of Altavista. Mrs. Eller asked Council to consider the Adult Beverage Garden for both Friday and Saturday nights from 6 p.m. to 10 p.m. on Uncle Billy's Day weekend.

Mrs. Webb stated there was no incidents reported by the police department from the previous Adult Beverage Garden and spoke in favor of allowing this for two days.

Mr. Mattox spoke in opposition. He stated if town monies were not being spent to fund Uncle Billy's Day, he would be in favor of the beer garden.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to allow the Altavista Chamber of Commerce to move forward with the Adult Beverage Garden for both Friday and Saturday evenings from 6 p.m. to 10 p.m. on Uncle Billy's Day weekend.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	No
	Mrs. Rayetta Webb	Yes

9. Unfinished Business

a. Library Roof RFP

Mr. Coggsdale advised in 2008, the Town hired Virginia A&E to complete an analysis for repair and/or replacement of the roof on the Staunton River Memorial Library. In their final report (August 2008), Virginia A&E recommended the roof system be completely replaced to mitigate the leaks and that certain improvements be made to the clock tower structure; the opinion of probable cost was \$250,000. No definitive action was taken at that time. Over the next few months, discussions centered on the repair/replace options and the repairs to the clock tower structure were undertaken with this project completed in September/October 2009. Over the past year, Council has discussed the roof issues and staff prepared a Request for Proposals that would allow firms to propose possible solutions for repair/replacement of the library roof. The Town received responses from two (2) firms. Neither of the firms proposed repair of

the roof, while one firm submitted two different alternatives for the roof, the other firm submitted one.

Mr. Coggsdale stated based on the varying response and the criteria set forth in the RFP, each firm submitted one proposal that would be considered by staff. Each of the proposals would need to be evaluated separately and on its own merits due to the fact that they utilized two similar yet different methods. Mr. Coggsdale presented Council with the Vendor Selection Recommendation in regard to the proposals for repair/replacement of the Staunton River Memorial Library.

Mr. Coggsdale stated staff's recommendation is to award the project to W.A. Lynch and replace the roof system without skylights at a base cost of \$118,412.00. In addition, staff recommends the project include installation of 7 inch box gutters (\$15,825.00) and snow guards (\$7,100). There may be the need to replace/repair some of the roof substrate for which the contractor has given a unit price, staff would ask that \$20,000 be included as a contingency for this and other unforeseen items. Staff requests Council award this project to W.A. Lynch for a total cost of \$161,237. This cost does not include any inspection services for the project and we feel that not having such services during the last library roof project was a contributing factor to our current problem with leaking. It is noted however that the manufacturer does a final inspection of the roof to ensure that it is installed properly, since they provide the 20 year weather tightness warranty. Mr. Coggsdale noted in a previous budget, Council included \$285,000 for this project. The amount of \$32,300 has been spent for the clock tower improvements to date (FY2009 and FY2010). There are no funds designated in this year's budget for the roof project, a budget amendment would be required.

Mr. Higginbotham requested a work session to discuss the library roof recommendation.

Mr. Mattox suggested moving forward. He stated this problem has existed for a long time and needs to be resolved.

Mr. Higginbotham stated he was not certain the roof needed to be replaced. He felt 95 percent of the roof was fine and felt the skylights should not be eliminated. He mentioned removal of the skylights would call for additional lighting to be installed.

Mr. Mattox stated the money spent on repairs for the past 20 years would have replaced the roof. This will enable a guarantee for the next 20 years and Council will not have to worry about the roof and by everyone's opinion, the replacement will fix the problem.

Mr. Higginbotham felt new skylights could be purchased and installed cheaper than sheet rocking over the existing ones.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to award Staunton River Memorial Library Roof Replacement project to W.A. Lynch in an amount not to exceed cost of \$161,237.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Mattox questioned if Council desired the additional inspection services.



Mr. Higginbotham stated this would be a waste of money.

b. WWTP PCB Remediation

Mrs. Webb advised of three items she has been involved with over her tenure on Council and would like to see resolved before stepping down from Council; the new bus system, the library roof and Wastewater Treatment Plant PCB remediation.

Mrs. Webb asked Council to move forward with authorizing the Town Manager to procure services for establishment of an RFP for Remediation Services for the Town's Wastewater Treatment Plant's overflow pond PCB Remediation Project. This is well in line with the timeline presented.

Mr. Higginbotham felt this was contrary to what was agreed upon earlier and felt Council was moving too fast.

Mayor Burgess commented ten years was not too fast.

Mrs. Dalton questioned if the motion would in consistent with the timeline.

Mrs. Webb answered affirmatively.

Mrs. Dalton asked how Dr. Sours was progressing with the study.

Mr. Higginbotham stated he was making progress. He received an email from him approximately 30 days ago and he has failed to get in touch with Dr. Sours.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to allow the Town Manager authorization to procure services for the establishment of an RFP for Remediation Services for the Town's Wastewater Treatment Plant's Emergency Overflow Pond PCB Remediation Project.

Mrs. Webb amended her motion to include a budget amendment to not exceed \$9,500.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Pittsylvania Avenue Intersection Improvements

Mr. Coggsdale advised staff met with VDOT staff to begin discussion about potential project scoping for improvements at the intersection of Pittsylvania Avenue and Main Street. This is the Town's top priority in regard to VDOT's "Six Year Plan". Previously, it became apparent that the original conceived improvements to this area which run from the intersection of Pittsylvania Avenue and Main Street to the town limits would not be funded in any near time frame. Council has directed staff to work with VDOT to identify improvements at the intersection within the proposed budget of approximately \$700,000 of VDOT funding.

Mr. Coggsdale stated during the meeting, VDOT stated that increased "flares" along the east side of the intersection would assist greatly with the turning radius. These flares would allow for better turning off of Pittsylvania Avenue onto

Main Street in a northerly direction and from Main Street onto Pittsylvania Avenue in an easterly direction. This project would require some additional right of way. At this time, VDOT would like correspondence from the Town stating its intention to make such improvements, prior to VDOT committing any more funds to the project.

A motion was made by Mr. Higginbotham, seconded by Mr. Coleman, which the Town corresponds with VDOT in regard to our intention to move forward with improvements at the intersection of Pittsylvania Avenue and Main Street.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

#### 10. New Business

##### a. Downtown Infrastructure/Streetscape Project

Mr. Coggsdale stated with the recent completion of the Broad Street (Project 4) portion of the infrastructure/streetscape project, it is time to seek bids for the next phase, Main Street from Broad Street to Campbell Avenue (Project 2).

Staff has met with engineer (Wiley/Wilson) to address some small issues, primarily the scaling down of the bump outs (in front of the General Store and Napoli's) so as to reduce the loss of parking spaces. Staff is ready to move forward with the next phase of the project and would request that Council authorize the bidding of Project 2 through the issuance of the task orders to Wiley/Wilson in the amount of \$11,100 (Infrastructure: \$4,800 and Streetscape: \$6,300). Staff feels surveying should be conducted for Projects 2, 5 & 6 to provide for greater accuracy for the proposed final street, curb, and sidewalk elevations. The original plans are based on aerials and the additional survey work would include points every 25 feet along the project areas. The cost for this additional survey work is \$8,200.

Mr. Coggsdale mentioned the Engineer's Opinion of Probable Costs for Project 2 are: Streetscape (\$428,000) including Construction Administration and Inspection Services; Infrastructure: (\$415,000) including Construction Administration and Inspection Services with \$381,900 included in the FY2011 Town Budget.

With the assistance of Region 2000 Local Government Council staff, the Town submitted an application for additional funding (\$501,760) which would hopefully complete our Downtown Streetscape projects. The original VDOT application submitted in 2005 indicated a project total of \$1,250,000 with a 80/20 split of VDOT (\$1,000,000) and Town funds (\$250,000), the most recent application indicates a total Streetscape project of \$2,172,200 with a VDOT (\$1,737,760) and Town funds (\$434,440).

A motion was made by Mr. Mattox, seconded by Mr. Coleman, to approve the Task Orders with Wiley/Wilson in regard to bidding services for the Downtown Infrastructure and Streetscape Project and the Task Order for Additional Surveying Services and staff be authorized to bid the project.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes

Mrs. Beverley Dalton	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes
Mrs. Rayetta Webb	Yes

b. Committee Structure

Mr. Coggsdale advised he has reviewed existing committees and appointments and it appears that two committees (Train Station and Library) have completed the task for which they were assigned several years ago. He recommended Council recognize the service of these committee members and discontinue both committees.

**Train Station Committee**

Bob Carpenter  
Minnie Lane  
Larry Jewel  
Rudy Burgess

**Library Committee**

Bob Carpenter  
Minnie Lane  
Larry Jewel

A motion was made by Mrs. Webb, seconded by Mr. Coleman, that the members of the Train Station Committee and the Library Committee be recognized for their service via a letter from Mayor Burgess and indicate their service in this capacity has been greatly appreciated and is complete as of this time.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

c. Appointments

Mr. Coggsdale advised Mr. Jerry Barbee's term on the Planning Commission expires this month and Mr. Barbee has offered to serve another four year term.

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, to reappoint Mr. Jerry Barbee to the Planning Commission for a four year term, with this term ending December 2014.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Coggsdale mentioned with Mr. Mattox's re-election, he is eligible to serve on the Recreation Committee.

11. Town Manager's Report

a. Project Updates

**VDOT Enhancement Project and Downtown Utility Replacement Project**

- Final Payment made – Project 4 Complete.
- Staff is working on preparing for Project 2 Bidding.

**Community Development Block Grant**

- Façade Improvements
- Streetscape (Gateway Park)
  - Completed.
- Upper Story Housing
  - Nine units are out to bid.
- Marketing
  - Way finding signage installed.

**Library Roof project**

- Town Council agenda item.

**Transit System**

- Buses will be running December 20, 21, 22, 28, 29 and 30 with free fare.
- Regular Service will begin in January 2011.
- Drivers hired and trained.

Mrs. Webb suggested an Altavista Community Transit System committee be formed to be an advocate for the transit system; possibly working with citizens in the different sectors of Town and a representative from Council.

Mayor Burgess appointed Mr. Mattox to this committee.

**15<sup>th</sup> Street Park**

- Final items are being addressed.

**WWTP – Pollution Minimization Plan**

- EEE Consulting has completed the draft plan.
- WWTP staff has reviewed and plan and it has been submitted to DEQ for review.

g. Reports

- i. Departmental
- ii. Other

h. Other Items as Necessary

Mayor Burgess commended Public Works for the hard work and dedication during the extremely cold weather.

i. Information Items

12. Matters from Town Council Members

Mr. Mattox asked Mr. Coggsdale to explore the release from VDOT: Through Truck Restriction Approved. If this is true, all chip trucks will be running through Altavista. He asked that Council look at the possibility of the Town restricting through traffic through Altavista also.

13. Closed Session

A motion was made by Mrs. Webb, seconded by Mr. Coleman that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended, Section 2.2-3711 (A)(7) regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ron Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Council went into closed session at 8:37 P.M.

Notice was given that council was back in regular session 8:53P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Webb, seconded by Mr. Coleman, to adopt the certification of a closed meeting.

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ron Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes
	Mrs. Rayetta Webb	Yes

Mr. Mattox mentioned Campbell County is looking at relocating the high school further north. He felt Council should be involved in the process and kept informed; possibly requesting Campbell County School Board Superintendent to address Council with their plans. Losing the high school would take away the identity of the Town.

Mr. Coleman advised he is on the Steering Committee along with several parents. The parents are pushing for a larger school.

It was the consensus of Council to ask the Campbell County School Board Superintendent to be keep Council informed.

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Mayor Burgess asked if there was anything else to bring before Council.

The meeting ended at 7:58 p.m.

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J. R. Burgess, Mayor

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W. Morgan Allen, Jr., Clerk